



SAN JUAN COUNTY COMMISSION

Silvia Stubbs	Chair
Lori Maughan	Vice-Chair
Jamie Harvey	Commissioner
Mack McDonald	Administrator

Memorandum of Understanding (MOU) San Juan County Rural County Grant Program

This MOU outlines the shared understanding between San Juan County, through its Community Economic Development (CED) Board, and Cow Canyon Trading Post regarding the implementation of a Tier 2 grant award through the Rural County Grant Program.

This MOU is intended to confirm funding, timelines, and expectations for collaboration in support of a successful project that aligns with the goals of economic development and community benefit in San Juan County.

The project must be completed no later than April 28, 2026, which is one year from the date of award.

Project Scope of Work

Cow Canyon Trading Post agrees to complete the following project:

Cow Canyon Trading Post is a historic trading post at the intersection of highways 191 and 162 in Bluff, UT. Open for over 35 years, this post is an important cultural and economic hub for the four corners region. Selling fine artwork and high quality Native American rugs, jewelry, ceramics and more, Owner Liza Doran supports livelihoods for artists across the region.

Cow Canyon Trading Post seeks funding to resurface the parking lot and revitalize the front facades of its main-street facing buildings. The parking lot will be resurfaced with new gravel to improve accessibility for both cars and pedestrians and to provide more clarity as to the purpose and function of the buildings. Gravel walking paths will be added to guide customers through the area and improve the overall flow of the space. To ensure comfort and shade for visitors, especially in the hot months, colorful sun sails will be strategically placed over common areas, providing shelter while maintaining an open and welcoming atmosphere. Raised garden beds will also be installed, featuring native plants to promote biodiversity and help mitigate temperatures around the buildings.

Cow Canyon Trading Post is asking for funding for the purchase of gravel, raised bed materials including plants, and sun sails. The twenty percent match of the project will be provided by the owners of neighboring business, Cow Canyon Coffee, who will donate their labor to design and execute the landscaping portion of the revitalization. They will build 8 raised beds, designate green spaces around each building, add native plantings to all areas, build the walkways between buildings, and install the sun sails. The project will be completed over the next 4-6 months.

Project Timeline

Cow Canyon Trading Post agrees to complete the following project:

The Cow Canyon Trading Post parking lot resurfacing and facade improvement project will be completed in a phased approach over the course of 4-6 months. Below is a breakdown of key tasks, the sequence of activities, and how progress will be tracked.

Month 1-2: Planning

- Finalize project design for the parking lot resurfacing and facade improvements.
- Schedule Holliday Construction for gravel and spreading services.

- Order initial supplies for facade improvements (raised bed materials, native plants, sun sails).

Month 2-3: Site Preparation and Graveling

- Holliday Construction will begin work on the parking lot.
- Neighboring business, Cow Canyon Coffee, will prepare the site for facade improvements by clearing and prepping areas around the buildings for the installation of walking paths, raised garden beds, and sun sails.

Month 3-5: Facade Improvements and Landscaping

- Install raised garden beds, plant, and put in drip irrigation
- Install walking paths around the area to improve accessibility and guide visitors.
- Install sun sails to provide shade and improve comfort for visitors.

Month 5-6: Marketing and Grand Re-Opening

- Promote the new features through local advertising, social media, and special events to draw in more visitors.
- Host a community event to showcase the improvements and encourage traffic to Cow Canyon Trading Post and the other businesses on-site.

Tracking Progress:

- Photographic documentation will be kept for each phase, highlighting key milestones.
- By following this structured plan, we anticipate successfully completing the project within the 4-6 month timeframe.

The project must be completed no later than April 28, 2026, which is one year from the date of award.

Funding Structure

The total grant award is \$11,677.60. Because the approved budget consists solely of equipment purchases, and these items can be verified through receipts upon purchase, 100% of the award will be disbursed up front upon execution of this MOU.

The business agrees to submit all itemized receipts and supporting documentation for the purchases to San Juan County within 45 days of expenditure, or no later than the project completion deadline (April 28, 2026).

Cow Canyon Trading Post has met the required 20% match (\$2,335.52) through in-kind match fund at the amount of \$3,400.

Cow Canyon Trading Post will be responsible for any costs exceeding the award amount. All funds must be used for eligible activities as outlined in the approved application.

Use of Funds and Retention Requirements

To ensure that the impact of grant funding remains within San Juan County, the following conditions apply:

Equipment Retention:

Any equipment purchased with grant funds must be retained and used for its intended business purpose for a minimum of three (3) years from the date of purchase. Equipment may not be sold, transferred, or repurposed during this period without written approval from San Juan County.

Business Ownership:

The recipient agrees not to sell, transfer, or dissolve the business receiving grant funds for at least three (3) years following receipt of the award, unless authorized in writing by San Juan County.

In the event of unforeseen circumstances — such as involuntary business closure, sale due to health reasons or death, or other events outside the business owner's control — the County may, at its sole discretion, waive or modify the retention requirements.

The recipient or their representative must notify San Juan County in writing as soon as reasonably

possible, including any documentation that supports the request for exception. Each case will be reviewed individually.

These requirements are in place to protect the integrity of the grant program and ensure long-term benefit to the community.

Reporting Requirements

Ongoing reporting will be required throughout the project period to ensure transparency and alignment with program goals. All reports will be submitted to:

Talia Hansen

Economic Development Manager

Email: thansen@sanjuancountyut.gov

Key Reporting Expectations:

- **Quarterly Reports:**

Submitted using a provided template and include:

- Updates on project development
- Business status and challenges
- Grant-related expenses aligned with the application

- **Project Documentation:**

Businesses must maintain:

- Photos documenting key phases of the project
- Organized receipts and invoices for all eligible purchases

- **Final Report & CED Board Presentation:**

Due upon completion or by April 28, 2026, whichever comes first. The final report must include:

- Full project summary
- Number of jobs created
- Financial reconciliation and documentation
- Impact statement

Awardees will be scheduled to present their final project to the CED Board. A board meeting schedule will be provided.

Reporting Timeline

Quarterly

Report Type	Reporting Period	Due Date
Q3 2025 Report	April 28 – July 31, 2025	August 5, 2025
Q4 2025 Report	August 1 – October 31, 2025	November 5, 2025
Q1 2026 Report	November 1, 2025 – January 31, 2026	February 5, 2026
Q2 2026 Report	February 1 – April 27, 2026	May 5, 2026

Final Report

Final Report	Full project summary and presentation	Due by April 28, 2026 or earlier if completed before that date
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Verification & Compliance

By signing this MOU, the grant recipient agrees to the following:

I authorize the San Juan County CED Board to verify the information provided in this application and accompanying documentation. I agree to provide any necessary information or records upon request to confirm compliance with the grant requirements. If awarded, I understand I will receive a 1099 from San Juan County for funding received and agree to retain documentation related to this application and any use of grant funds for at least five (5) years.

By signing below, both parties acknowledge and agree to the shared understanding outlined in this MOU regarding project scope, funding structure, and reporting responsibilities.

Silvia Stubbs
Commission Chair

Liza Doran
Owner, Cow Canyon Trading Post

Date

Date

Attachment A - Budget

